

EDITED KSA LISTING

CLASS: WAREHOUSE MANAGER II – CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Knowledge of:
K1.	Comprehensive knowledge of modern warehousing practices and procedures, including storing, receiving, shipping, and inventory records to provide guidance to subordinate staff.
K2.	Basic knowledge of freight rates and claims procedures to provide guidance in shipping.
K3.	General knowledge of state requisitioning and purchasing guidelines to meet the needs of the institution.
K4.	Comprehensive knowledge of inventory and quality control to maintain sufficient institution supply levels.
K5.	General knowledge of the operation of motorized material handling equipment to maintain a healthy and safe work environment.
K6.	Basic knowledge of principles and practices of supervision in order to direct/train subordinate staff in daily operations of the warehouse, clothing, canteen, etc.
K7.	General knowledge of the Department's Equal Employment Opportunity (EEO) programs and objectives to provide guidance to subordinate staff.
K8.	General knowledge of a supervisor's role in the EEO program and the processes available to meet EEO objectives.
K9.	General knowledge of inmate supervision in order to provide guidance to subordinate staff.

EDITED KSA LISTING

CLASS: WAREHOUSE MANAGER II – CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Skill to:
S1.	Skill to effectively communicate orally and in writing to achieve the goals and objectives of the institution.
S2.	Skill to perform heavy physical labor to achieve goals and objectives safely and effectively.
S3.	Skill to procure materials, supplies and equipment based on past/projected usage to cover anticipated program and organizational projections.
S4.	Skill to keep accurate records and prepare reports of work done to determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications
S5.	Skill to analyze situations by planning, directing and coordinating the work of others to achieve successful completion of projects.
S6.	Skill to properly train and supervise subordinate staff/inmates to achieve goals and objectives of the warehouse, clothing, canteen, etc.
S7.	Skill to effectively contribute to the Department's EEO objectives in order to ensure a harassment free work environment.
S8.	Skill to effectively train and supervise subordinate staff in the implementation of departmental policies and procedures regarding inmate work incentive program and security.